

APPENDIX D

COMMANDERS' CHECKLIST**Section I. PERSONNEL CHECKLIST—MOBILIZATION****D-1. Personnel and Administration**

a. Maintain individual records alphabetically by last name. If records are maintained by an activity separate from the unit, provide that activity an updated personnel roster as of the 15th of each month to arrive not later than the 20th. Reserve Component units use the most current DA Form 1379.

b. Identify nondeployable personnel and initiate procedures for reassignment and/or separation.

c. Identify and color code all reference publications to be taken with the unit upon deployment.

d. Maintain personnel readiness folders and review them quarterly.

e. Ensure that unit members' identification tags and Geneva Convention cards are on hand and are in serviceable condition.

f. Identify files to accompany the unit in case of deployment, as well as those to be destroyed.

g. Maintain a 60-day supply of blank forms for deployment.

h. Maintain a deployment set of DA Form 3955 on all assigned personnel in alphabetical order.

i. Appoint a (unit) family member's assistance officer.

j. Conduct personal affairs briefing according to AR 220-10.

k. Identify personnel shortages by grade and MOS.

l. Submit requisition for personnel shortages.

m. Ensure that assigned personnel have enrolled their dependents in the Defense Eligibility Enrollment Reporting System.

n. Ensure that dependent care plans are on file and adequate for service members who are sole parents, or are married to another service member and have children.

o. Appoint unit mail clerk.

p. Requisition and maintain recreational equipment and supplies.

q. Appoint a unit safety officer and NCO.

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- r.* Maintain in a current status the personnel data cards for all personnel assigned.
- s.* Appoint a unit records management coordinator to pick up and transport the unit's individual records (personnel, medical, dental, and finance) in case of a deployment.
- t.* Ensure assigned personnel maintain current MOS evaluation scores; where personnel have failed to verify their MOS, conduct training in deficient tasks.
- u.* Establish procedures to recall personnel absent from the unit in the event of increased readiness conditions.
- v.* Obtain sufficient boxes to carry unit files and personnel, dental, and medical records.

D-2. Finance

- a.* Maintain a current roster of all assigned personnel.
- b.* Ensure that orders for purchasing officer and Class A agent are current and that each individual is thoroughly briefed on his duties.
- c.* Upon mobilization, ensure that the Class A agent contacts the mobilization station finance and accounting office (FAO) and identifies any immediate finance requirements.
- d.* Establish contact with FAO upon arrival at the mobilization station to enhance personnel processing.
- e.* Arrange for emergency financial assistance as required.
- f.* Advise personnel to adjust or initiate allotments for dependents, as appropriate.
- g.* Upon mobilization and deployment notification, advise personnel of the amount of cash and/or credit cards they should bring.

D-3. Medical

- a.* Ensure that the home station MTFs and dental treatment facilities (supporting mobilization/deployment operations) record the deploying soldier's essential health- and dental-care information on DA Form 8007. The health record (DA Form 3444 or DA Form 8005-series) folders of deploying soldiers will not accompany them to combat areas. For additional information, see AR 40-66.

(1) The preparation and use of DA Form 8007 is applicable to deploying military personnel as well as civilian employees who may accompany the unit.

(2) If the health record is not available, DA Form 8007 will be completed based on soldier interviews and any other locally available data.

(3) The company will maintain the DA Form 8007 for reference as needed. The field file will consist of, in part, DA Form 8007, and possibly, SF 600, SF 558, SF 603, or DD Form 1380.

- b.* Ensure that immunizations for unit personnel are current.
- c.* Verify temporary physical profiles every 3 months.
- d.* Maintain a record copy of all permanent physical profiles.
- e.* Ensure all personnel requiring spectacles have at least two pairs, as well as optical inserts for their protective mask.
- f.* Ensure that each individual has a duplicate panographic dental X ray on file.
- g.* Requisition and maintain medical supplies based upon MTOE, mission(s), and contingency plans.
- h.* Ensure that each individual has an ample supply of all personal medications and other personal supplies.
- i.* Ensure that the correct blood type is posted to individual records.
- j.* Request information on the medical threat in the deployment area.

D-4. Discipline, Law, and Order

- a.* Prepare plans for security of unit equipment, weapons, and ammunition.
- b.* Designate unit physical security officer.
- c.* Brief unit personnel on the policy that prohibits bringing privately owned firearms to the mobilization station.
- d.* Conduct a shakedown inspection for contraband prior to movement to the mobilization station.
- e.* Dispose of privately owned vehicles (POVs), firearms, pets, and other personal property.

D-5. Religion

- a.* Ensure that religious services are available.
- b.* Provide necessary training for chapel activity specialists.

- c.* Obtain appropriate religious equipment and supplies.

D-6. Legal

- a.* Obtain assistance from the servicing legal office in preparing unit for deployment.
- b.* Dispose of all military justice and administrative proceedings. Determine which personnel are nondeployable due to administrative or military justice actions. Nondeployable personnel can include witnesses, court members, and other personnel who are not the subject of the administrative or military justice action.
- c.* Obtain assistance from the servicing legal office for all other command issues. Those issues could involve administrative and civil law matters, claims, contracting issues, and international law issues.
- d.* Obtain the support of the servicing legal office for the following matters:
 - (1) *Legal briefing*—A legal briefing for unit personnel and family members that covers all the legal areas a family should be concerned with. This briefing specifically includes discussion on wills and powers of attorneys.
 - (2) *Consultation*—An opportunity to obtain a will and power of attorney and assistance with any other family legal issues. A will and power of attorney are optional; not mandatory.

D-7. Public Affairs

- a.* Make provisions to recall unit personnel through the use of electronic media outlets; that is, radio and television stations.
- b.* Brief personnel on the nature and background of the emergency that has required the mobilization.
- c.* Brief unit personnel on the history, geography, religion, language, and customs of the country or area of eventual military operations.
- d.* Make sure assigned personnel are aware of required actions to take if contacted by members of the news media.
- e.* Inform personnel of actions to take and agencies available to support their family members after mobilization; for example, legal assistance, health care, financial arrangements, and so forth.
- f.* Advise personnel not to discuss sensitive information outside of the unit; for example, movement dates, times, departure points, troop lists, means of transportation, special training, special equipment, status of morale, and so forth.

Section II. OPERATIONS CHECKLIST—MOBILIZATION

D-8. Operations

- a.* Maintain current alert notification rosters (both telephonic and nontelephonic); update monthly and conduct alert exercises periodically.
- b.* Brief key personnel on contingency plans and exercise requirements.
- c.* Report attainment of deployability posture according to FORSCOM alert and deployment procedures and plans and policies of the mobilization site.
- d.* Monitor unit preparation for oversea movement operations and request guidance and assistance as required.
- e.* Provide current access roster to the EOC and update as needed.
- f.* Prepare company movement plans.
- g.* Establish liaison and communications with the EOC.
- h.* Obtain mission briefing and plans required for execution of deployment mission.

D-9. Security and Intelligence

- a.* The flight operations officer accomplishes all duties related to security and intelligence matters. The commander is briefed as required.
- b.* Review the personnel security status of the unit and request, in order of priority, interim security clearances to ensure the correct personnel have proper clearance consistent with mission requirements, to include classified material escort responsibilities.
- c.* Ensure appropriate personnel are familiar with duties and responsibilities in conjunction with movement and shipment of classified material, protection of movement data, and execution of classified moves, as applicable.
- d.* Prepare to enforce primary Wartime Information Security Program.
 - (1) Appoint primary censor.
 - (2) Prepare requisition for censorship stamp.
 - (3) Initiate censorship education program.

- e.* Conduct OPSEC training according to AR 530-1 and local supplements.
- f.* Prepare briefing for company personnel to be conducted when movement is imminent. Include the following:
 - (1) Subversion and Espionage Directed Against US Army and Deliberate Security Violations.
 - (2) Procedures for classified moves.
- g.* Ensure access rosters are current; prepare and submit access rosters to the appropriate mobilization site staff and higher headquarters, if appropriate.
- h.* Expedite processing of pending security clearance actions.
- i.* Ensure all personnel, including fillers, are briefed on OPSEC practices.
- j.* Brief company personnel on the nature of the threat of electronic warfare (EW) and signal intelligence.
- k.* Ensure personnel are aware of intelligence acquisition tasks, responsibilities, techniques, and reporting procedures.
- l.* If sealed-off staging areas are used—
 - (1) Conduct mission briefings at the latest possible time prior to out-loading.
 - (2) Restrict briefed personnel to sealed-off area.
 - (3) Establish and enforce controlled pass procedures.
 - (4) Monitor and control telephone use.
- m.* Identify classified documents that will not accompany the unit.
- n.* Review plans for the conduct of a counterintelligence inspection of the company area upon departure.
- o.* Ensure timely transfer or destruction of classified material not to accompany the unit.
- p.* Request assistance for security briefings.
- q.* Ensure all plans contain OPSEC and communications-electronics security planning considerations.
- r.* Maintain a list of map requirements and prestock. Submit requirements to the appropriate staff section at the mobilization site.

- s. Ensure SIGSEC plans include—
 - (1) Nature and amount of information to be transmitted or protected.
 - (2) Communications system capabilities and limitations.
 - (3) Selection of available SIGSEC kits and instructions for use.
 - (4) Basic load, source, and manner of resupply for key cards, authentication codes, and other security-related codes.
 - (5) Operating procedures to include electronic counter-countermeasures techniques and any special requirements.
 - (6) Emergency destruction of classified operating instructions and associated materials.
- t. Identify all intelligence requirements and submit to the appropriate security staff at the mobilization site.
- u. Identify all linguist-qualified personnel and potential translator needs based upon mission(s) and contingency plans.
- v. Review plans for the conduct of a classified move according to AR 220-10 and AR 380-5.
- w. If deployment is from a civilian port, make a request for port security to Intelligence and Security Command through the appropriate staff at the mobilization site or home station.
- x. Coordinate with the appropriate staff for any unique unit requirements.

D-10. Training

- a. Train field sanitation teams (FM 21-10-1).
- b. Conduct training in air and rail movement.
- c. Conduct MOS training as required.
- d. Conduct PVNTMED refresher training (FM 21-11). Training should include—
 - Endemic and epidemic diseases prevalent in the AO.
 - Poisonous plants, wild animals, and reptiles (land and water).
 - Pest management.

- e.* Conduct weapons qualification and NBC training.
- f.* Conduct training for potential civic action programs, which include medical operations (FM 8-42).

Section III. LOGISTICS CHECKLIST—MOBILIZATION

D-11. Subsistence

- a.* Update Class I basic load requirements and request additional requirements from the troop subsistence officer.
- b.* Complete ration requirements for air deployment.
- c.* Identify rations required for personnel to accompany sea-deploying equipment.
- d.* If the company is to operate its own dining facility—
 - (1) Coordinate with the appropriate staff section to close accounts and turn in or transfer dining facility supplies and equipment.
 - (2) Coordinate for subsistence support of unit personnel during the period between the closure of the unit's dining facility and unit deployment.
- e.* If the unit is subsisting in another organization's dining facility—
 - (1) Coordinate with the supporting dining facility manager to withdraw unit food service personnel during deployment preparations.
 - (2) Prepare plans to collect and turn in meal cards issuing authority.
 - (3) Prepare a roster of all deployable and nondeployable personnel receiving basic allowance for subsistence; for example, separate rations. For deployable personnel, establish a termination date for the basic allowance for subsistence and coordinate with the supporting dining facility and the finance officer.

D-12. Supplies and Equipment

- a.* Ensure assigned personnel have all required individual clothing. Cover shortages by individual purchases or DA Form 3078.

b. Ensure personnel have all required organizational clothing and equipment and that items are marked as required. Cover shortages by requisition, statement of charges, report of survey, cash collection vouchers, or individual purchases.

c. Expendable supplies.

(1) Prepare a list of expendable supplies required for 15-day usage.

(2) Ensure all expendable supplies required are on hand, requisitioned, or readily available through the self-service supply center (SSSC) or General Service Administration.

(3) Ensure unit draft loading plan makes provisions for carrying the 15-day supply of expendables to accompany troops (TAT) baggage.

d. Medical sets, kits, and outfits and tools.

(1) Have all sets, kits, and outfits on hand or on order, follow up with status card or upgrade the priority.

(2) Prepare shortage annexes for all sets, kits, and outfits on hand.

(3) Document all shortages by shortage annex, report of survey, statement of charges, or cash collection voucher.

(4) Place all shortages on requisition.

(5) Ensure all supply catalogs are on hand and current.

e. Identify all station property and coordinate to ensure turn in during deployment preparation.

f. Ensure supply personnel are familiar with procedures to close out SSSC and other accounts.

D-13. Petroleum, Oils, and Lubricants

a. Determine requirements for packaged products for deployment. Ensure necessary items are on hand, requisitioned, or readily available through supply channels.

b. Bulk POL.

(1) Have required 5-gallon fuel cans on hand or on requisition.

(2) Have bulk POL containers serviceable, or initiate appropriate repair or replacement action.

(3) Coordinate with the appropriate staff element for the purging of bulk containers prior to deployment. Have replacement filters on hand or on requisition for this equipment.

D-14. Ammunition

- a.* Compute unit basic load and have computations verified by the appropriate staff element at the mobilization site/home station.
- b.* Prepare and submit DA Form 581 for basic load.
- c.* If appropriate, include that portion of the basic load in unit TAT load plans.
- d.* Identify requirements for guard ammunition for equipment and classified material escorts.

D-15. Major End Items

- a.* Ensure all TOE/MTOE-required items are on hand or on requisition.
- b.* Have all excesses identified and turned in prior to deployment.
- c.* Have all requisitions for shortages screened for status, proper unit movement data, and priority.
- d.* Identify impact of shortages to the appropriate headquarters and in unit readiness report.
- e.* Initiate the preparation and transportation of aircraft (FMs 55-1 and 55-12).

D-16. Medical Supplies and Equipment

- a.* Have all required medical supplies and equipment items on hand, or requisitioned through the supporting Class VIII organization.
- b.* Have requisitions for shortages validated and obtain latest status.
- c.* Address the effect of shortages to the appropriate headquarters and in the unit readiness report.
- d.* Ensure that enough refrigerated and heated storage is available for shipment of temperature-controlled items.
- e.* Ensure that medical supplies requiring special handling are identified and on hand or on requisition.

D-17. Prescribed Load List

- a.* Review unit's prescribed load list (PLL) on all equipment.
- b.* Provide PLL to the appropriate supporting staff.

- c.* Have all PLL items on hand or on requisition.
- d.* Include PLL in unit loading plans.
- e.* Include blocking, bracing, packing, crating, and tie-down (BBPCT) necessary to protect PLL in the unit's BBPCT forecast.
- f.* Adjust PLL to reflect continuous equipment operations.
- g.* Provide list of PLL shortages having or anticipated to have an impact on unit readiness to the appropriate staff element or higher headquarters.

D-18. Maintenance

- a.* Initiate equipment records for all newly received items in accordance with DA Pamphlet (Pam) 738-750.
- b.* Identify all excess equipment and coordinate with the support activity for turn in.
- c.* Have all items requiring DS- or GS-level maintenance, to include equipment to be purged, job-ordered to the appropriate support activity.
- d.* Ensure calibration of equipment is completed, or scheduled for completion.
- e.* Upgrade job order priorities to reflect anticipated deployment dates.
- f.* Notify the EOC or higher headquarters of any conflict or shortfalls between estimated completion date of equipment repairs versus the required-to-load date for deployment.
- g.* Request maintenance assistance in conducting final inspection of major equipment prior to movement and loading.

D-19. Laundry

- a.* Review procedures necessary to close out laundry account; prepare and submit paperwork as necessary.
- b.* Notify laundry manager of anticipated deployment date.

D-20. Transportation

- a.* Keep the unit's automated unit equipment list and computerized movement and status system reports current.

b. Train unit personnel in the following areas:

- (1) How to load unit equipment on aircraft, trucks, and railcars for deployment.
- (2) Preparation of packing lists.
- (3) Marking of containers.
- (4) Preparation of the DD Form 1384.
- (5) Preparation of personnel manifests as required by the Air Mobility Command.
- (6) Use of BBPCT material.
- (7) Determining center of gravity and marking vehicle and cargo loads.
- (8) Loading vehicles for both air and/or sea deployment as appropriate.

(9) Preparation of movement documents for items requiring special handling and packing and hazardous materials certification.

c. Review with the Installation Transportation Officer, Port Support Activity, or Arrival/Departure Airfield Control Group the support requirements for the following areas:

- (1) Preparing, packing, and marking loads.
- (2) Augmenting vehicle requirements to support movement to POE and other transportation requirements.
- (3) Providing materials handling equipment support to assist in loading.
- (4) Load team and driver team requirements.
- (5) Application of logistics applications of automated markings and reading symbols labels.
- (6) Operation of marshaling area at POE.

d. Prepare unit movement plans to include—

- (1) Convoy or move to POE.
- (2) Logistical support of unit elements at POE.
- (3) Guard personnel and equipment at POE.

(4) Handling of hazardous and special cargo and preparation of necessary certificates.

(5) Preparation of equipment and items which use or store combustibles (that is, generators, water heaters, and so forth) for shipment.

D-21. Miscellaneous Logistics

a. Establish guidance and plans for the establishment of a rear detachment, to include transfer of property and signature cards (DA Form 1687).

b. Establish procedures to terminate all signature cards and authorizations on departure of the last unit element.

c. Personal property.

(1) Ensure proper disposition of all civilian and personal property.

(2) Have on hand or on order sufficient C-boxes and inventory forms for packing and storing of personal items that cannot be disposed of by the individual.

(3) Train supply personnel in inventorying, packing, marking, and transferring personal property.

d. Provide personnel with a list of personal comfort items that should be obtained and a list of prohibited items based upon projected deployment locations, local customs and religion, and PVNTMED guidance.

e. Establish a list of personnel support items to be obtained based upon projected deployment locations such as lip balm, bug repellent, sunscreen, and mosquito netting.

D-22. Engineer

a. *Blocking, Bracing, Packing, Crating, and Tie-Down.*

(1) Compute unit BBPCT requirements for both air and sea deployment. Have requirements validated by the transportation support activity and place a job order for BBPCT.

(2) Analyze supplemental packing and crating requirements and, if required, submit appropriate request to the USAF for those requirements that cannot be met. This request should be for fabrication of supplemental packing and crating for—

(*a*) Air deployment.

(b) Rail deployment.

(c) Surface (sea) deployment.

(3) Maintain supplemental packing and crating items.

b. Billeting.

(1) Advise personnel who reside in bachelor officer quarters (BOQ), bachelor enlisted quarters (BEQ) and off-post housing of necessary termination and clearance procedures on notification of deployment.

(2) Prepare a listing of personnel who will have their basic allowance for quarters (BAQ) terminated upon deployment.

c. Real Property Facilities.

(1) Maintain a current roster of real property facilities (RPF) managers for all RPF assigned to the unit.

(2) Identify interim RPF managers who will not deploy and will assume accountability for assigned RPF.

D-23. Contracting

Notify the contracting activity of the anticipated termination date of any supply or service support provided by civilian contractors.

Section IV. PERSONNEL CHECKLIST—DEPLOYMENT

D-24. Personnel and Administration

a. Upon notification of deployment, recall all personnel, including those on leave, special duty, and temporary duty (except MOS-producing schools).

b. Submit personnel status report.

c. Conduct final preparation of replacements for overseas movement (POR) qualification. Identify nondeployable personnel and initiate procedures for reassignment and/or separation.

- d.* Have unit records management coordinator assist the officer in charge at the POR processing site.
- e.* Clear nondeployable personnel from the unit after final POR. Return their records and update the personnel roster.
- f.* Following final POR, receipt for medical and dental records. Pack them in boxes to accompany the unit. Personnel records will remain at the installation for 90 days pending determination of where to ship them. Dental records (necessary for identification of remains) will not be transported on the same vessel or airplane as service members.
- g.* Ensure that a set of DA Form 3955 accompanies the unit for filing at the postal activity in the AO.
- h.* If not initiated, submit DA Form 17 for publications and blank forms.
- i.* Pack files, publications, and blank forms, which will accompany the unit. Retire or destroy remaining files. Turn in excess publications and blank forms.
- j.* Carry copies of the movement orders with the unit.
- k.* Carry a copy of the current enlisted promotion list with the unit.
- l.* Ensure that personnel are cleared of post activities; follow-up on discrepancies.
- m.* Conduct safety orientation for all unit personnel regarding the deployment operation.
- n.* Orient personnel on the Status of Forces Agreement in the AO.
- o.* Conduct personal affairs briefing in accordance with AR 220-10.
- p.* Close unit Morale Support Fund account and dispose of fund property.
- q.* Arrange for emergency financial assistance of company personnel, as needed, with Army Emergency Relief and Red Cross, or other appropriate agencies.
- r.* Inform the installation postal officer, in writing, of the day and time of the last postal pick up; provide the postal officer a copy of the movement orders.
- s.* Initiate action to terminate separate rations as of the day the unit departs the installation.
- t.* Turn in recreational services clothing and equipment except for items accompanying the unit.

D-25. Medical

- a.* Ensure convoy and serial commanders know the sources and methods of obtaining emergency medical support while en route and at the POEs.

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b. Identify medical personnel to provide EMT during convoy and stationary operations. Ensure that enough litters and other equipment are set aside for their support.

c. Identify evacuation and medical treatment support (usually on an area basis) for each stage of deployment and movement.

D-26. Discipline, Law, and Order

a. Have service members' POVs placed in temporary storage or ensure that other suitable arrangements have been made for disposal or upkeep. For POVs temporarily stored on the installation, have service member provide power of attorney authorization to a responsible individual to pick up the vehicle, or have the service member arrange for long-term commercial storage at his own expense.

b. Report assigned personnel who are absent without leave.

c. Prepare for disposition of privately owned weapons stored in the unit arms room.

d. Dispose of weapons, pets, and other personal property.

D-27. Religion

Ensure that religious services are available to all personnel.

D-28. Legal

a. Coordinate with servicing legal office to obtain a unit personnel and family member legal affairs briefing.

b. Provide opportunities for unit personnel and family members to obtain a will, power of attorney, and obtain counseling regarding other legal issues, such as debt and contract problems. A will and power of attorney are optional documents; not mandatory.

c. Coordinate with servicing legal office for training support on such topics as ROE, the law of war, Code of Conduct, Status of Forces Agreements, and Standards of Conduct.

d. Dispose of military justice claims and other legal actions.

D-29. Public Affairs

a. Keep unit personnel apprised of the current overall emergency situation requiring mobilization and deployment.

- b.* Apprise personnel of any operational changes to the unit's mission.
- c.* Brief personnel on their eventual AO.
- d.* Use the hometown news release program, if warranted.
- e.* Continue coordination with installation.
- f.* Continue the command information program throughout the period of mobilization and deployment.

Section V. OPERATIONS CHECKLIST—DEPLOYMENT

D-30. Operations

- a.* Conduct overseas orientation in accordance with AR 220-10.
- b.* Report attainment of deployability posture in accordance with FORSCOM emergency action procedures and installation EOC policies and procedures.
- c.* Monitor unit preparation for oversea movement operations, and provide guidance and assistance, as required.
- d.* Prepare appropriate plans and orders.
- e.* Coordinate unit movement.
- f.* With the approval of the unit commander, appoint an officer or NCO as rear detachment commander.

D-31. Security and Intelligence

- a.* Review the personnel security status to ensure sufficient numbers of personnel are properly cleared consistent with mission requirements to include classified material escort responsibilities.
- b.* Ensure appropriate personnel are familiar with the duties and responsibilities in conjunction with classified movement and shipment, if applicable.
- c.* Initiate a censorship education program.
- d.* Conduct an OPSEC program.

e. Prepare a briefing for unit personnel to be conducted when movement is imminent. Briefing will include, but not be limited to, the following:

- (1) Dissemination of movement data on a need-to-know basis.
- (2) Procedure for handling movement documents.
- (3) Procedures for handling classified material in transit.
- (4) Subversion and Espionage Directed Against US Army and Deliberate Security Violations.
- (5) Procedures for classified moves.

f. Ensure all personnel, including fillers, are briefed on OPSEC practices.

g. Brief command and staff personnel on the nature of the threat's EW/signals intelligence capabilities.

h. If sealed-off staging areas are used—

- (1) Establish strict security.
- (2) Enforce blackout camouflage.
- (3) Conduct mission briefings at the latest possible time prior to out-loading.
- (4) Restrict briefed personnel to sealed-off area.
- (5) Establish and enforce controlled pass procedures.
- (6) Monitor and control telephone use.

(7) Ensure personnel hospitalized or confined during staging are isolated until public announcement of the operation.

(8) Collect letters and other personal mail and place in sealed mailbags until public announcement of the operation.

i. Identify classified documents that will not accompany the unit.

j. Ensure timely transfer or destruction of classified material not to accompany the unit.

k. Review plans for the conduct of a counterintelligence inspection of the area upon departure.

l. Review plans for the return of cryptographic material, not accompanying the unit, to the office of record or issue; transfer as appropriate.

- m.* Ensure all plans contain OPSEC, COMSEC, and electronic security planning considerations.
- n.* Plan for the distribution of maps and related topographical materials.
- o.* If deploying from a civilian port, forward request for port security to the United States Army Intelligence and Security Command through appropriate channels.

Section VI. LOGISTICS CHECKLIST—DEPLOYMENT

D-32. Subsistence

- a.* Store Class I basic load with TAT cargo.
- b.* Draw rations to support deployment and load in a readily accessible manner.
- c.* Arrange subsistence support to any portion of the unit that will not accompany the main body.
- d.* For units operating their own dining facility—
 - (1) Close out all accounts and hand receipts.
 - (2) Turn in or transfer all unused rations and condiments.
 - (3) Make arrangements to subsist assigned personnel at another activity from time of closure of the dining facility until deployment.
- e.* For a unit supported at another activity's dining facility—
 - (1) Make arrangements for final turn in of meal cards.
 - (2) Coordinate with supporting dining facility for the release of deploying food service personnel.
- f.* Submit the necessary paperwork to the finance office to terminate basic allowance for subsistence for any personnel receiving it; arrange to subsist personnel on the termination of their basic allowance for subsistence.

D-33. Supplies

- a.* Pack the unit's 15-day supply of expendables with TAT cargo.
- b.* Report significant shortfalls in expendable supplies to the supporting element.

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- c.* Report shortfalls in individual clothing items to the supporting element.
- d.* Report shortfalls in organizational clothing and equipment to the supporting element.
- e.* Report shortfalls in tools and/or test equipment to the supporting element.
- f.* Close out all station property accounts.
- g.* Close out SSSC account; complete credit and turn in.

D-34. Ammunition

- a.* Draw basic load of ammunition; include in the TAT cargo load plans.
- b.* Draw necessary ammunition to guard equipment during deployment.

D-35. Major End Items

- a.* Turn in all excess items and other equipment not accompanying the unit.
- b.* Pick up all incoming items of equipment on the property records.
- c.* Report shortages to the EOC and the supporting element.

D-36. Medical Items

- a.* Ensure all medical items and supplies are received and included in the loading plans.
- b.* Report shortages to the EOC and the supporting element.
- c.* Ensure that all medical supplies requiring special handling (paragraph D-16*d*) are on hand and included in the loading plans.

D-37. Repair Parts

- a.* Adjust PLL to reflect any equipment increases and expected increased utilization; have PLL at 100 percent fill; if not, report critical shortage to the supporting element.
- b.* Prepare loading plans that place the PLL in a readily available location.

D-38. Maintenance

- a.* Complete calibration.
- b.* Close out DS and GS job orders at the maintenance support facility.
- c.* Conduct inspection of vehicles and other major end items to ensure that they are ready for deployment. Take corrective action as required.
- d.* Complete equipment records for newly received equipment according to DA Pam 738-750.
- e.* Have unit mechanics available to support convoy moves to the POE. Arrange for toolboxes.
- f.* Arrange for recovery support, both internal and external, and address in the movement plans.
- g.* Maintain floats for those that cannot be taken out of support maintenance.

D-39. Transportation

Transportation planning and requirements represent the most detailed and transient elements of the deployment process. As a result, a complete checklist of all possible requirements would be too bulky for meaningful use by the commander. Therefore, the commander and the unit movement coordinator must be thoroughly familiar with FORSCOM and installation mobilization requirements. Presented below are major topics that are common to the various modes of deployment.

- a. General.*
 - (1) Configure unit aircraft for appropriate deployment (FMs 55-1 and 55-12).
 - (2) Configure unit vehicle loads for air and/or sea deployment, as appropriate.
 - (3) Mark all vehicles, crates, and pallets as required.
 - (4) Have all vehicles clean and free from leaks and seeps.
 - (5) Have fuel pods and bladders prepared and certified.
 - (6) Have all required BBPCT on hand and properly used.
 - (7) Mark all TAT cargo with 3-inch red or yellow disk and stencil "TAT" on the disk.
 - (8) Prepare DD Forms 1750.
 - (9) Designate armed guards for classified and sensitive cargo.

b. Convoy Operations.

(1) Submit road clearances (DD Form 1265) and oversized cargo clearance (DD Form 1266) to the supporting transportation element for unit moves to POE.

(2) For movement to seaport POE.

(a) Provide convoy and serial commanders with strip maps, EMT and emergency maintenance instructions, and other points of contact.

(b) Coordinate and finalize billeting and messing arrangements for drivers.

(c) Ensure priority for unit recovery capability is given to POE convoy.

(3) Allocate maintenance personnel to each convoy to assist in final preparation of vehicles for loading.

(4) Brief each serial commander on refueling and defueling requirements.

(5) Arrange, as required, for civilian or military escort.

c. Forms.

(1) Have DD Form 1384 completed; one form for each vehicle or other exterior container.

(2) Have load plans completed for each vehicle; load plans will reflect necessary last minute adjustments.

(3) Submit request to Air Mobility Command for personnel being air transported.

(4) Prepare DD Form 1387-2 for hazardous cargo to be airlifted.

(5) Prepare DA Form 2940-R for vehicles, trailers, military-owned demountable containers, pallet loads, or other exterior shipping containers.

(6) Prepare aircraft load plans as required by Military Airlift Command.

D-40. Miscellaneous Logistics

a. Finalize support arrangements for rear detachment, if required.

b. Have all supply and maintenance accounts closed out and signature cards canceled.

c. Notify the appropriate activity, in writing, of the termination date of any contract that provides supplies or services.

d. Secure personal property.

- (1) Inventory and pack personal property.
- (2) Provide service members with a copy of the personal property inventory.
- (3) Transfer all personal property to the supporting transportation element.

D-41. Engineer

a. Blocking, Bracing, Packing, Crating, and Tie-Down.

(1) Determine, in coordination with the appropriate office, specific BBPCT requirements for deployment based on actual personnel and equipment for movement; actual method of movement; equipment for movement; and POE.

(2) Request any necessary BBPCT support from the USAF. The request should identify—

(a) The location of the POE at which the support is required.

(b) The date and time which unit personnel will report to the POE, and the date and time they will depart (deploy).

(3) Request any packing and crating support necessary to supplement organic assets for sealing previously fabricated supplemental packing items.

(4) Provide space in the unit area for packing and crating operations.

(5) Deliver equipment and supplies to the designated packing and crating base of operations.

(6) Maintain a packing list for each box packed.

(7) Provide sufficient trained teams to execute rail, air, and sea loading operations. Type team is dependent upon specified method of deployment.

b. Billeting.

(1) All personnel in BOQ or BEQ will clear quarters.

(2) Notify finance of the cutoff date for BAQ for all single personnel.

(3) Brief dependent families on family quarters policies and procedures.

(4) All personnel residing off-post will either terminate their leases or make other suitable arrangements.

c. Real Property Facilities.

- (1) Request termination of assigned RPF.
- (2) Request designation of interim RPF manager through command channels.
- (3) Transfer accountability for RPF to the interim RPF manager prior to deployment.